

8. Keeping the printing/cyclostyling of copies of reports, documents, etc., to the barest minimum ;
9. Wherever the matter permits and where there is no need for a permanent record, notices for meetings, reminders of letters etc., shall be communicated on telephone ;
10. Making notes and correspondence as brief as possible ;
11. Re-use of envelopes, through the use of address slips ;
12. Envelopes of different sizes shall be used consistent with the requirements of each case ;
13. As far as possible more than one letter intended for the same addressee shall be included in one cover ; and
14. Obsolete forms or paper retrieved from old records shall be systematically pressed into service for making covers and envelopes. Old paper of which one side is blank shall be used for drafting or making rough calculations.

2. Attention of the Secretaries to Government is invited to the instructions issued in the Circular No. GAD 19 TSM 74 dated 15th May, 1974 regarding review of periodicals and returns and they are requested to take necessary action as required therein.

3. The Secretaries to Government and the Heads of Departments are requested to ensure that these measures are implemented by Departments, Organisations and other Bodies under their administrative control as well as official/semi-official/non-official bodies in receipt of Government grants and assistance.

By Order and in the name of the Governor of Karnataka

M. SANKARANARAYANAN,

*Joint Secretary to Government,
General Administration Department.
(Efficiency Research Bureau)*

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Transfers of Government servants—Further instructions in view of Economy Measures.

OFFICIAL MEMORANDUM

No. GAD 4 STR 73, BANGALORE, DATED THE 17th JUNE 1974.

In Official Memorandum No. GAD 4 STR 73, dated 19th April 1974 instructions were issued to transfer Government Servants who have been staying in a place for over 4 years especially Government servants working in offices located in Bangalore. Thereafter, certain economy measures have been ordered in Government Order No. FD 13 BUD 74, dated 16th May 1974, one of which is to defer the transfers of Government servants in the normal course. Government therefore direct that the instructions issued in Official Memorandum No. GAD 4 STR 73, dated 19th April 1974 may be held in abeyance as long as the economy orders are in force.

SYED KARIMULLAH KHADRI,

*Under Secretary to Government,
General Administration Department
(Service Rules).*